

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

AIRPORTS PROJECTS SUPERVISOR

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Airports Project Supervisor is the first level in a two level Airports Project Management series. Incumbent is responsible for forecasting, designing and managing the most complex, high-dollar airport construction projects in compliance with applicable Federal, State and local FAA and TSA regulations and assisting in managing and administering the Noise Compatibility Program.

The Airports Projects Supervisor is distinguished from the Airports Planning Manager, which is responsible for directing and coordinating activities and personnel involved in the implementation and completion of complex airport projects and contracts.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1.	Supervises staff including prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 10%
2.	Manages the full-scope of complex airport construction project activities, which includes: conceptualizing projects; developing scopes of work; preparing project estimates; coordinating project activities with the FAA; managing bid processes; monitoring compliance with project timelines; closing out projects; and, performing other related activities.	Daily 25%
3.	Collaborates and confers with division and/or department management, intra-City and interagency committees, advisory groups, the general public, external agencies, contractors, and/or other interested parties to coordinate activities, discuss policies, review work, exchange information, and resolve problems.	Daily 15%
4.	Analyzes and prepares entitlement reviews of the impacts of developments near airports on airport operations, as well as airport restrictions on proposed developments.	Daily 5%
5.	Prepares, administers, and monitors project budgets; reviews and approves expenditures within established guidelines.	Weekly 10%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
6.	Supervises and oversees the FAA airport improvement program, which includes: prioritizing projects; developing scopes of work; preparing and submitting grant applications to the FAA; preparing Council reports for acceptance; assigning projects to staff; preparing a variety of required reports and documentation in compliance with grant requirements; and, performing other related activities.	Annually 15%
7.	Supervises and oversees the Airport capital improvement program, which includes: developing scopes of work; developing capital improvement estimates; prioritizing projects; managing associated budgets; preparing and disseminating program packages to the FAA; and, performing other related activities.	Annually 15%
8.	Participates in the preparation of the annual and Capital Improvement Project budgets.	Annually 5%
9.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Architecture, Civil Engineering, Construction Management, or a related field, and five years of progressively responsible experience in airport construction management of related scale and scope;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Program administration principles and practices;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Planning, design and construction theories and practices;
- Federal Aviation Administration and Transportation Security Administration regulations, orders, and standards affecting and development, use and management of airport properties, land use and facilities;
- City planning and entitlement process;
- Environmental assessment processes;
- FAA noise compatibility requirements;
- Computer-Assisted Drafting (CAD) and design;
- Land surveying principles.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritize and assigning work
- Training employees in proper work methods
- Using computers and applicable software applications
- Participating in the development and administration of capital improvement budgets
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Monitoring compliance with applicable project specifications
- Managing complex, high-dollar projects
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007